

1. **Definition of Secondment**

1.1 Secondment is the temporary loan or attachment of an employee to another organisation or a different part of the same organisation, for a specific purpose, for a defined length of time and for the benefit of all concerned.

1.2 In any secondment there will normally be three parties involved: the secondee, the receiving organisation (or host) and the employer.

2. **Timescale of Secondment and Right to Apply**

2.1 It is anticipated that "for the benefit of all concerned" a secondment under this scheme will last for between 6 - 24 months. Subject to normal recruitment policy, an employee shall have the right to apply for an internally advertised secondment opportunity lasting 6 months or more within the Authority or within a "partnership" organisation.

2.2 If the period is any shorter than 6 months, it limits the value to the host and the potential of the development opportunity for the employee. If it is any longer than 24 months it may become difficult to re-integrate an individual to their own workplace on their return.

2.3 However, with the agreement of all parties concerned, a secondment may be for a lesser period.

3. **Types of Secondment**

3.1 External1. From East Dunbartonshire Council to an external organisation (it is normally expected that an external host will have a direct link to the local authority framework).
2. From an external organisation to East Dunbartonshire Council.

3.2 Internal3. From one department to another department of East Dunbartonshire Council.
4. Within a Department from one service to another
5. Within a service from one unit to another.

4. **Benefits of Secondment**

There can be both benefits and concerns for each of the parties involved in a secondment arrangement.

However, in many secondment opportunities, the benefits can far outweigh concerns and therefore East Dunbartonshire Council fully endorses the use of secondment opportunities in appropriate circumstances. It is essential that individual concerns are dealt with as fully as possible and that employer/host concerns indicated are properly considered and managed prior to and throughout a secondment.

4.1. Secondees

<u>Benefits</u>	<u>Concerns</u>
- enhances personal and career Development.	- personal issue over another individual "doing my job" during the secondment.

- provides opportunity for a different range of responsibilities.
- offers experience of managing/ operating outside the individuals normal familiar environment.
- enhances motivation.
- provides an opportunity to develop wider perspective and become more adaptable.
- potential effect of break in current career progression.
- re-integration on return.
- re-training and bringing the employee "up to speed" with any developments on return.

4.2 Employer

Benefits

Concerns

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| <ul style="list-style-type: none"> - offers potential for an employee to become more knowledgeable. - information is obtained about the culture operating methods and knowledge of other employee. organisations. - on return the secondee may have developed valuable experience which otherwise may not have been available. - creates an excellent public relations opportunity particularly during "community based" secondments. - creates movement within an organisation. | <ul style="list-style-type: none"> - potential lack of continuity during secondment. - potential recruitment and induction issues for a replacement - raised expectations of secondee return to workplace. |
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4.3 Host Organisation

Benefits

Concerns

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| <ul style="list-style-type: none"> - opportunity to obtain an employee with relevant background skills, knowledge and experience. - provides access to new expertise which otherwise may not be available. - brings in a fresh perspective to the organisation (new blood, fresh ideas, no preconceptions). | <ul style="list-style-type: none"> - potential costs in managing the secondment. |
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5. **Alternative Means of Resourcing Temporary Appointments**

- 5.1 The host department must decide on which of the following is the most appropriate way of filling a post.

5.2 Secondment

As previously outlined.

5.3 Temporary Appointment

Where a post needs to be filled on a temporary basis only, the individual will be offered a temporary contract with no right to any extension or renewal of appointment or to any redeployment.

5.4 Temporary Undertaking of Higher Duties/"Acting-Up" Arrangement

5.4.1 Where for reasons other than absence on normal holiday an individual is required temporarily for a continuous period exceeding four weeks to undertake the duties and responsibilities of a higher graded post, he/she shall receive an allowance based on (a) the salary scale of the higher graded post, (b) the extent of the additional duties and responsibilities and (c) the period for which these are undertaken.

5.4.2 A temporary "acting-up" arrangement shall normally cover situations such as maternity leave, long term sick leave or filling of a vacancy pending an advertisement etc.

5.4.3 Where an employee would be required to "act-up", the person would normally be selected from within the Service/Department. Where there is more than one suitable candidate a competitive selection process shall take place.

5.4.4 For acting-up appointments in relation to teaching staff, Part 3.3. of the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education shall apply.

6. **Procedure for Secondment**

6.1 The host department should confirm that secondment is the appropriate means of resourcing a temporary appointment.

6.2 The host department must ensure that the advert and recruitment literature highlight that the post is open to secondment and reference should be made at the interview that the offer of employment will be on a temporary secondment basis.

6.3 The potential secondee must advise his/her manager that he/she wishes to apply for a post on a secondment basis. The request should not be unreasonably refused. Where such a request is considered to be unacceptable, the Head of Service must consult with the Head of Human Resources prior to the formal decision being taken. If the secondee considers the decision to be unfair, he/she may raise the matter with his/her trade union representative. In the case of teaching staffs, requests should be made directly to the Strategic Director (Community).

6.4 Where an individual has volunteered or applied for a secondment to a lower graded post, the appropriate rate of pay for the job applies. In all circumstances the host department would normally be responsible for paying the appropriate salary.

6.5 Where the secondment is advertised externally and filled by an external candidate, the secondee will be responsible for obtaining prior approval from his/her employer. Matters such as terms and conditions of service etc must be discussed and agreed by the host department prior to the appointment being made.

- 6.6 If an employee from East Dunbartonshire Council wishes to apply for a secondment to another organisation, the Head of Service should consider the request and submit a written request to the Head of Human Resources, outlining reasons for recommending agreement/refusal to the request. The external secondment shall only be granted with the agreement of the Head of Service, Head of Human Resources and the host organisation. In such instances, the employee is urged to ensure that consideration is given to any concerns and the specific terms and conditions that will apply, prior to taking up an external secondment.
- 6.7 At the end of a secondment, the secondee shall retain the right to return to the same service on the same grade, terms and conditions and departmental location as before. At the end of the secondment, the secondee should, be expected to, return to their substantive post. In some cases, a manager may need to consider whether a return to the substantive post is the most appropriate option. If this is not the best option, alternative arrangements should only be made following consultation. In addition, any increment due on the substantive grade would normally be processed during the period of secondment.

7. **Employment Rights**

- 7.1 The above procedures are not intended to affect the employee's statutory employment rights or national or locally agreed terms and conditions of service.
- 7.2 Variations to this scheme shall be subject to consultation with the relevant trade union(s). In addition the above procedures should not be regarded as a replacement for agreed departmental staff development, redeployment or surplus to requirement procedures.

For further information or clarification on any aspect of the above please contact Human Resource Services.